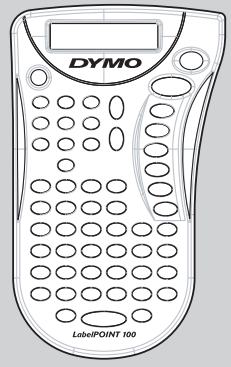
DYMO®

LabelPOINT 100



Electronic Labelmaker

Instructions for Use

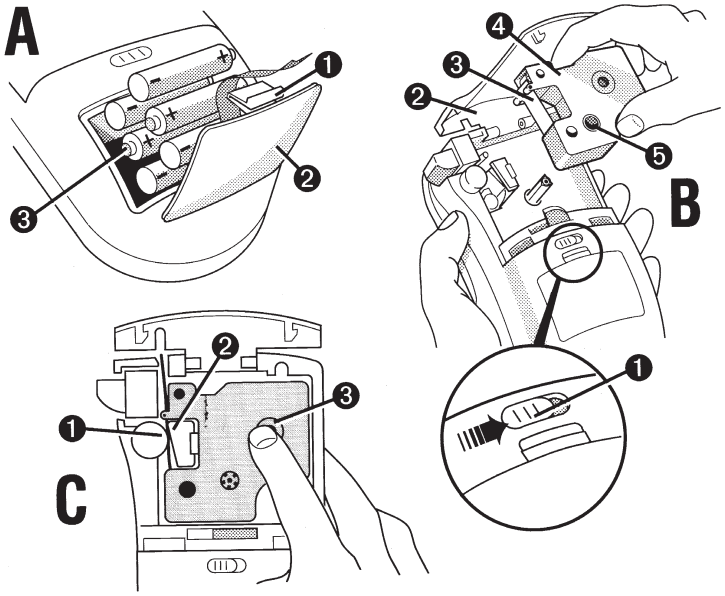
US

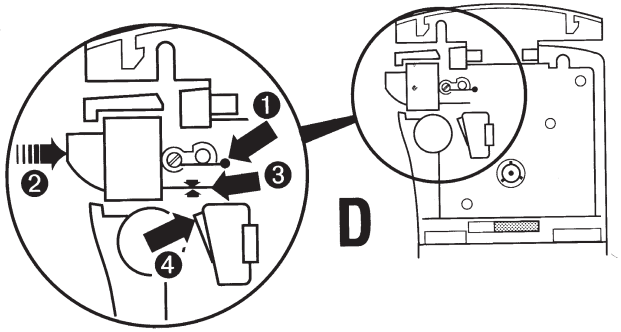
© Esselte NV DYMO 2002

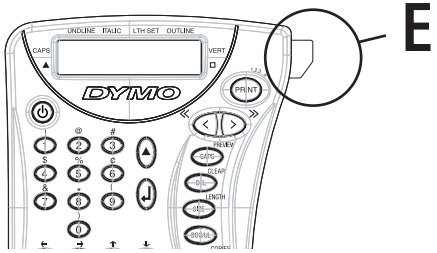
Esselte ◦ Industriepark-Noord 30 ◦ 9100 Sint-Niklaas

ESSELTE

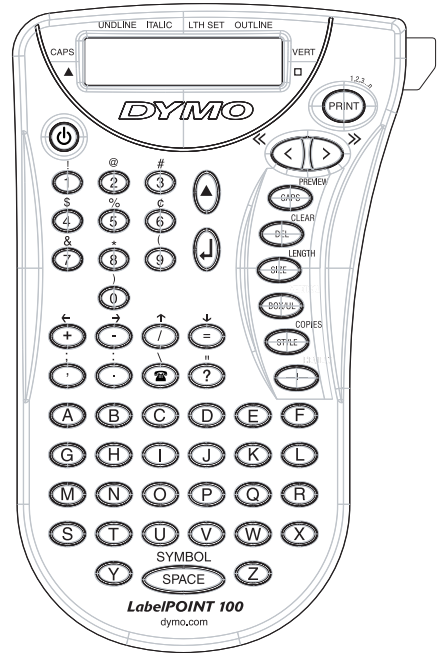
DYMO, AN ESSELTE BRAND







	1	2	3	4	5	6	7	8
A	!	¡	?	¿	”			
B	’	#	%	&	.	,	;	
C	@	$	£	¢	€			
D	+	=	*	-	±	/	\	
E	:	(	)	☎	~			
F	↓	↑	→	←	1/4	1/2		
G	☺	µ	⊣(	⊣⊢	⏚	🕮		
H	Ω	🗁	🖫	⛹	✂			
I	À	à	Á	á	Ã	â	Ã	ã
J	Ä	ä	Å	å	Ą	ą	Æ	æ
K	Ā	ā	Ç	ç	Ć	ć	Č	č
L	Ď	ď	Đ	ð	È	è	É	é
M	Ê	ê	Ë	ë	Ę	ę	Ē	ē
N	Ğ	ğ	Ģ	ģ	Ì	ī		į
O	Ì	ì	Í	í	Ï	ï	İ	ı
P	Î	î	Ķ	ķ				
Q	Ł	ł	Ĺ	Í	Ļ	ļ	Ľ	ľ
R	Ń	ń	Ñ	ñ	Ň	ń	Ņ	ņ
S	Ò	ò	Ó	ó	Ô	ô	Õ	õ
T	Ö	ö	Ő	ő	Ø	ø	Œ	œ
U	Þ	þ	Ŕ	ŕ	Ř	ř		
V	Ş	ş	Ś	ś	Š	š	ß	
W	Ť	ť	Ù	ù	Ú	ú	Û	û
X	Ù	ù	Ū	ū	Ů	ů		
Y	Ų	ų	Ū	ū	Ý	ý	Ÿ	ÿ
Z	Ź	ź	Ż	ż	Ž	ž		



‘QWERTY’ (US)

How to use your Dymo LabelPoint 100

What LabelPoint can do for you

With the Dymo LabelPoint you can create a wide variety of high-quality self-adhesive labels. The unit can print on 3/8" (9 mm) or 1/2" (12 mm) width tapes. Dymo tape casettes are available in a wide range of colors: split back tape for easy removal from the tape.

Warranty Registration

Please complete the warranty registration card and return it to the relevant customer service address, within seven days– see the warranty booklet for details.

Getting started

STEP ONE - insert the batteries

- Apply pressure to thumb catch and open hinged access door – see fig A, page 2.
- Insert six size AAA alkaline batteries, observing the polarity markings A3, and close cover.
- Remove batteries if the unit is to remain unused for prolonged period.

STEP TWO - insert the cassette

- Slide catch B1 as shown to open cassette door B2 – see page 2.
- Ensure tape and ribbon B3 are taut across mouth of cassette and tape passes between guideposts before installing as shown. If necessary, turn spool B5 clockwise to tighten ribbon.
- Insert cassette and push firmly C3 until it clicks into place.
  When the tape cassette is pushed firmly into place, the unit automatically adjusts the tension of the tape. You will hear a slight noise as the tape is being tightened.
- Ensure tape and ribbon are positioned as shown between pinch roller C1 and print head C2.
- Close door B2

STEP THREE - turn on

Turn on with the ⏻ switch.
Note: The unit turns off automatically, after 2 minutes of inactivity.

STEP FOUR - type a label

- Type a simple first label to try the machine. Learn more about formatting in the following pages.

STEP FIVE - print your label

- Press PRINT to print the label.

STEP SIX - cut the label

- Use cutter button E to cut the label – see page 2.

Congratulations! You've printed your first label!

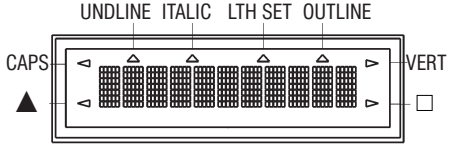
Let's go on to learn more about creating and formatting labels.

Getting to know your LabelPoint 100

The Display

The display shows:

- Up to eleven text characters, at one time. Use ❮ or ❯ to move along the text.
- 8 indicators – as shown below.
- The display will flash if you press an incorrect key in a function sequence.



Keys

ON/OFF

Turns the power on and off.

- Turns off automatically after two minutes of inactivity. The last label created will remain in memory and displayed when next turned on. Any stored last label settings will also be retained.

Note: If the batteries are removed for more than a few seconds, all text and settings will be lost.
When power is restored, the display will show a flashing cursor (no text) and the settings will be full height, standard width text with ▲ and all other settings off.

CAPITALS (CAPS)

- Press this button, and all subsequent characters will appear in UPPER CASE (CAPITALS), as confirmed by the CAPS indicator in the display.
- Press again to cancel and return to lower case.

SHIFT KEY (▲)

This has a dual action: either press and hold down or press and release to remain in "shift" position"
Press ▲ again to return to normal state.

- Use ▲ before pressing an alphabet key to produce an UPPER CASE (CAPS) character.
- For dual-purpose keys, press ▲ first to produce the legend above the key.
- Pressing ▲ while CAPS is set will give a lower case character.

DELETE (DEL)

- Press to delete the character to the left of the cursor, or to exit certain function key operations.

CLEAR ALL TEXT (▲ + DEL)

- Press to clear all the current text and cancel any fixed length setting, but leave the text size and other settings unchanged. Also use to exit or clear certain function key operations.

CURSOR KEYS (❮) (❯)

- Press to move the cursor along the text, one character at a time.
- Press and hold to scan quickly through the text.
- Press ▲ + ❮ or ❯ to move the cursor to the beginning or end of the text.
- When used in conjunction with certain function keys, use ❮ or ❯ to select options.
- To insert characters into the text, use ❮ or ❯ to position the cursor under the character to the right of the insertion point, then type in the characters required.

PRINTING (PRINT)

- Press PRINT to print the label. (see extended memory, page 6)
- Use cutter button E to release the label – see page 2.

PRINT PREVIEW (▲ + CAPS)

Allows you to preview your selected label before printing it.

- Press ▲ + CAPS and the entire text of the selected label will scroll across the display. ***Note:*** with a 2 line label, the message will be previewed as a single line message.

BUFFER REVIEW (▲ + ---II---)

- Press ---II--- and the entire content of the label storage buffer will scroll across the display (see extended memory). ***Note:*** any 2-line label in the buffer will be previewed as a single line message.

SPACE KEY (SPACE)

- Press SPACE to insert a space into the text.

SYMBOLS (▲ + SPACE)

- Press ▲ + SPACE to select a symbol character – see ***Symbols and special characters*** and the symbols table on page 2.

TEXT SIZE (SIZE)

- Press SIZE to display the six text print sizes:

| condensed full height
ı condensed half-height
▌normal full height

▮ normal half-height
▮ extended full height
▮ extended, half-height.

The cursor will be positioned under the current selection.

- Either press ***DEL*** to exit, or use ❮ or ❯ to move the cursor under the size symbol you require, then press ↵ to confirm the selection, or ***PRINT*** to confirm the selection and print the label.

VERTICAL TEXT (▲) + (BOX/UL)

- Press ▲ + ***BOX/UL*** to rotate the text through 90° so that the text on the label is printed vertically (e.g., it reads from top to bottom). This is confirmed by the ***VERT*** indicator on the display.
- Press again to cancel and return to horizontal text (left to right).

Note: Vertical text is not available on two lines.

2-LINE PRINTING (↵)

- Press ↵ to start the second line of text on a two-line label. The two lines will be printed half-height and ranged left, e.g. « THIS IS A TWO ↵ LINE LABEL » in the display which will be printed as:

  THIS IS A TWO
  LINE LABEL
- The ↵ can be deleted like any other character. Once it is deleted, the label will now print in one line versus two.

BOXED/UNDERLINED PRINTING (BOX/UL)

- Press ***BOX/UL*** once to display the menu above. The cursor will be positioned under the current selection.
- Either press ***DEL*** to exit, or use ❮ or ❯ to move the cursor under the desired option and press ↵ to enter. (Confirmed by the ❑ or _ indicator displayed.)

Note: To return to unboxed text select the first menu option.

STYLE (STYLE)

Italic and Outline are selected from ***STYLE***. When pressing ***STYLE*** a menu appears with *Italic* and Outline. The ❮ or ❯ will move the cursor under the preferred option.
To select your option, press ↵ to enter.
Note: *Italic* and Outline can be used simultaneously but you'll have to enter the ***STYLE*** menu twice.

- To clear or cancel style selection, press ***STYLE*** and ***ENTER*** (↵), the ▲ indicator is removed from the display.

LABEL LENGTH (▲) + (SIZE)

Displays the current label length. The length is normally calculated automatically, according to the length of the text on the label.

- Press ***DEL*** to exit the length function without changing the length, or:
- Use ❮ or ❯ to increase (400mm / 15.6" max.) or decrease the length in 2mm / 0.1" steps. The display will flash if you try to make the label shorter than the text.
- If the length displayed is preceded by the ❯ symbol, the length has already been fixed; the label is too short for the text and it will not print. Either press ❯ to increase the length in 2mm / 0.1" steps until the ❯ symbol disappears, or press ▲ + DEL to cancel fixed length; the label is now long enough for the text and can be printed.
- Press ↵ to fix the length for all subsequent labels, confirmed by the ***LTH SET*** indicator in the display, or
- Press ***PRINT*** to fix the new length and print the label.
- Pressing ▲ + ***DEL*** will cancel the fixed length and restore the automatic length.

EXTENDED MEMORY (---II---)

- Press --II-- . Allows you to start a new label after stored labels. You may store as many labels as you like until the memory is full when an error flash warning is given. To make space in the memory you can edit any stored label.
  Extended memory allows you to store your favorite labels in the memory. You can store up to 70 characters in as many labels as you like. Each label can have its own characteristics such as bold, underline, ...
- To store a new label, simply press --II-- after the last label entered. To make space in the memory, simply edit any label.
- To select a label to print or edit, move the cursor anywhere within the label, edit or print. Move the cursor with the ❮ or ❯ buttons or to jump between labels, use ❮❮ or ❯❯.
- The --II-- symbol appears in the display. Caution: the --II-- symbol can be deleted just like any other character. Once it is deleted adjoining labels are merged into one.

MULTIPLE COPIES (▲) + (STYLE)

- Your unit can provide multiple copies within the range 1-20.
- To use this facility press ▲ then STYLE to show **n = 1** on the display. To increase the number of copies required press ❯. By pressing ❮ you can work backwards from 20. To print the desired quantity press PRINT.
  Note: A row of vertical dots will print between each label as a cutting guide.

INCREMENTAL NUMBERING (▲) + (PRINT)

Labels can be printed in increments of 1-20 automatically.

- Key in your starting number as the right most digit on the label. Press ▲ then ***PRINT.*** The display will automatically move up a digit to the next number. Press ▲ then ***PRINT*** to continue the sequence.
- It is also possible to include **automatic incremental numbering** when printing multiple copies.
- Key in your starting number, egg. LABEL 1 .
- Next press ▲ then ***STYLE*** followed by ❯ until the desired number of copies are displayed eg.10.
  Now press ▲ then PRINT this will print ten labels - LABEL 1 to LABEL 10.
- It is possible to print up to 20 sequentially numbered labels at any one time.

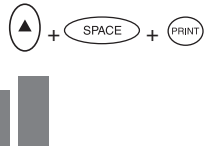
Last Label Memory

- The unit will store the last label text and settings when turned off. Upon power-up, these will be restored and displayed. Removal of the batteries for more than a few seconds will cause this information to be lost.

SYMBOLS (▲) + (SPACE)

- Press ▲ + SPACE to show symbols and special characters, some of which are not available direct from the keyboard.
  The display will show: A-Z Each letter selects a line of symbol characters, as shown in the table on page 2.
- Press DEL to cancel, or press a letter key 'A' to 'Z' until you find the line of symbols required.
- Use ❮ or ❯ to select a symbol.
  Press ↵ to place the symbol in the label.

Print Contrast



- The display provides 5 contrast options.
- Use ❮ or ❯ to select lighter or darker print.
- Press ↵ to confirm the setting. The contrast level will revert to the mid-setting when the unit is turned off and on again.

Note: This function enables you to adjust the print quality under extreme temperature conditions.

Cleaning

- Clean the cutter blade regularly: Remove the cassette, then insert the tip of a ball point pen or pencil between L-shaped piece D1 and the guide pin – see page 2.
- Press and hold down cutter lever E to expose cutter blade D3, then use a cotton ball and alcohol to clean both sides of the blade. Release cutter lever E.
- Check and clean print head face D4 regularly using a cotton ball and alcohol ONLY.

Changing the cassette

- Open hinged access door as above.(see p.2)
- Hold as shown, then lift cassette B4 straight up and out.
- Ensure tape and ribbon B3 are taut across mouth of cassette and tape passes between guideposts before installing as shown. If necessary, turn spool B5 clockwise to tighten ribbon.
- Insert cassette and push firmly C3 until it clicks into place.
  When the tape cassette is pushed firmly into place, the unit automatically adjusts the tension of the tape. You will hear a slight noise as the tape is being tightened.
- Ensure tape and ribbon are positioned as shown between pinch roller C1 and print head C2.

Troubleshooting

No display

- Check that the machine is on
- Replace discharged batteries

No printing or poor text

- Replace discharged batteries
- Check that the tape cassette is installed correctly
- Clean the print head
- Replace the tape cassette

Tape jammed

- Lift out tape cassette carefully
- Remove/release jammed tape
- DO NOT cut the ink ribbon – turn spool to tighten
- Cut off excess label tape
- Refit/replace the tape cassette

Poor cutter performance

- Clean the cutter blade regularly

No response to print key

- **!!!!!!!!** in the display indicates a printer jam. Press any key to return to normal display. Open the cassette compartment and free the jam.
- □□□□□□□□ flashing in the display indicates discharged batteries. Press any key to return to normal display. Replace the batteries.

No success?

Call the DYMO customer service hotline telephone number in your country – see the warranty booklet.

This product is CE marked in accordance with EMC directive and the low voltage directive and is designed to conform with the following international standards:

- Safety - EN60950, IEC 950, UL 1950
- EMC emissions - EN 55022 Class B, CIS PR22 Class B, FCC pt 15 Sub pt B Class B
- EMC immunity - EN 50082-1, IEC 801-2 & IEC 801-3

ACCESSORIES

Tape cassettes

Width:	9mm (3/8")	12mm (1/2")
Length:	7m	7m
Black/Clear	40910	45110/45010
Blue/Clear	———	45011
Red/Clear	———	45012
Black/White	41913	45113/45013
Blue/White	40914	45014
Red/White	40915	45015
Black/Blue	40916	45016
Black/Red	40917	45017
Black/Yellow	40918	45118/45018
Black/Green	40919	45019
White/Clear	———	45020
White/Black	———	45021
Black/Silver	———	45022
Black/Gold	———	45023
Black/Fluo Green	———	45024
Black/Fluo Pink	———	45025